

**Minutes of the Regular Meeting
of the Board of Library Trustees
April 7, 2008**



TRUSTEES PRESENT: Chair Bob Byrd, Jan Lieberman, Sandra Rich, Jack Spillane

EXCUSED ABSENCE: Georgina Dinh

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF
THE PUBLIC:** None

MATTERS FOR COUNCIL ACTION:

None

I. CALL TO ORDER

Chair Byrd called the meeting of the Board of Library Trustees to order at 7:05 p.m. The City Librarian stated that Trustee Dinh had sent an email requesting to be excused from tonight's meeting. Trustee Lieberman made a motion to excuse Trustee Dinh, with a second from Trustee Rich. The motion passed unanimously.

II. MINUTES OF THE MARCH 3, 2008 MEETING

Chair Byrd asked the board for comments or corrections regarding the minutes for the March 3, 2008 meeting. Following a brief discussion, Trustee Spillane made a motion to approve the March 3, 2008 minutes as written, with a second from Trustee Lieberman. The March 3, 2008 minutes were approved as written by a unanimous vote.

III. CORRESPONDENCE

The City Librarian stated that the Assistant Director of Streets and Automotive Services/City Arborist has issued an invitation to the members of the Board of Library Trustees to attend the Arbor Day activities on Friday, April 25, 2008 at 10:00 a.m. at the Triton Museum. The library will have a booth with learning activities, focusing on urban birdwatching. Board members should RSVP no later than April 11, 2008 to Mr. Mendoza.

IV. GIFTS

None.

V. PUBLIC PRESENTATIONS

A. Library Foundation

Trustee Rich gave the report for the Library Foundation. The library will receive \$15,000 from Applied Materials for the 2008 Summer Reading Program. Next year, the final year of support for the library in Applied Materials current funding cycle, they will fund \$10,000. March book sales totaled \$9,495. March books added to the library collection were 170 items for the adult collection and 50 items for the children's collection, for a value of \$4,370. The Foundation and Friends Chocolate Party was a success. Nearly 100 people attended. Library staff gave presentations on their requests for funding of upcoming library programs, and all programs (\$15,651) were approved. The Intel Endowment fund is just over \$90,000 for the first time - \$1,900 was recently added. Foundation and Friends have tentatively scheduled another community event for the end of September 2008. Library funding requests:

- . Read Santa Clara Literacy Mascot
- . YES/Volunteer Program Recognition Event
- . Local History/Genealogy San Jose Mercury News Database, 1886-1992
- . Youth Services Teen Summer Reading
- . Youth Services Summer Reading Program
- . Reference Department Morningstar 1 Year Subscription – Remote Access
- . Technology – Screen Reading Software for Vision Impaired Patrons

Other upcoming events: Foundation and Friends book sale on April 19th; 4-year library anniversary party on April 15 and 17 – birthday cake for library patrons.

VI. OLD BUSINESS

A. Library Budget 2008-09

The City Librarian stated that the library budget was submitted to the City Manager. She reviewed budget items with Board members. Library proposed fee increases are pending review.

VII. NEW BUSINESS

A. Library Issues Breakfast

Chair Byrd and Trustee Rich attended the Breakfast. They gave a brief verbal report at the Board meeting. The featured speaker, Dr. Emmett Carson, spoke about the role of libraries in society and the challenges facing libraries in the future.

B. Free2 Publicity Campaign

The Silicon Valley Library System (SVLS) and the Bay Area Library System (BALIS) are working on consolidating efforts for joint library projects and publicity for all libraries in the bay area. A marketing company developed the logo "Free2" for all libraries to use during

National Library Week. Publicity items will include screensavers on public computers, buttons, decals, bookmarks, book totes, pencils, and t-shirts. A combined website, www.wearefree2.org, has also been created. Advertising will extend to radio, buses, and bus stops. The campaign will last for approximately 18 months.

C. Nomination of Board Officers – Establish Timelines

The City Librarian stated that the Board needed to elect new Board officers and it is likely that the three remaining members will serve as those officers. Chair Byrd agreed to do a poll of current Board members to determine interest. The City Librarian stated that the Board can also discuss the process for signing meeting minutes. A recruitment for two new Board members will be done in May with interviews in June.

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – February 2008

The City Librarian reviewed the statistics in the February 2008 Monthly Report.

B. Activities

The City Librarian presented a list of upcoming library activities; A book talk on April 16 – Millie Kalish, *Little Heathens*;

April 30- El Dia De Los Ninos will be a family event with Folklorico Dancers of Milpitas. Council members will be invited to read a bilingual poem, with Hilda Lopez from Mission Family Reading Center reading poems in Spanish

The City Librarian stated that several patrons indicated interest in allowing computers in the Library Quiet Study Area. Board members agreed to agendaize the Policy for Use of the Second Floor for review at the next meeting.

C. Personnel

Bhargavi's baby was highlighted in the library's newsletter, which Board members received.

IX. MATTERS OF TRUSTEE INTEREST

Trustee Rich stated that she had recently read a very interesting book, *The Uncommon Reader* by Allen Bennett, and recommended it to Board members. Chair Byrd asked if the landscaping project was going well. The City Librarian stated that it was on schedule and would be finished no later than mid May.

X. CALENDAR

. Monday, May 5, 2008, Board of Library Trustees Meeting, Board Room, 7:00 p.m.

XI. ADJOURNMENT

There being no further business, Chair Byrd adjourned the meeting at 8:11 p.m.

Respectfully submitted,

Sandra Rich
Secretary to the Library Board of Trustees

KKS:SR:HB:hb